

DUTY STATEMENT

Mental Health Services Oversight & Accountability Commission

PART A

RESEARCH AND EVALUATION

Position No: 475-550-5731-XXX

Date 6/12/2020

Class: Research Data Analyst II

Name:

Subject to Conflict of Interest: Yes

CBID: R01

Description of the position's organizational setting and major function:

Under the general supervision of the Chief of Research and Evaluation or the Research Supervisor, the Research Data Analyst II (RDA II) serves as a data and policy analyst for the Research and Evaluation Division at the Mental Health Services Oversight and Accountability Commission (MHSOAC). The RDA II uses analytic skills to support a team of data scientists and specialists in the study and evaluation of mental health policy, programs, and practice.

The RDA II, under the general direction of the Chief of Research and Evaluation or the Research Supervisor, will work with Research Data Specialists and Research Scientists within the Division to develop and expand internal databases of local mental health programs and outcomes, and written and graphical materials for dissemination to a broad audience to communicate the research findings and recommendations. The position requires high-level contact with Commissioners, State agencies, local mental health representatives, advocacy groups, mental health clients and family members, and various stakeholder organizations.

The RDA II may be required to be involved in all or some of the following activities: 1) Analysis of Prevention and Early Intervention programs and outcomes and technical assistance to counties to support data collection and reporting; 2) Analysis of data related to mental health outcomes and surveillance of population-based risk factors; 3) Development of tracking and monitoring systems of mental health data and information; 4) Management of research and evaluation contracts; 5) Contact with stakeholders, including other state and local agencies and organizations; and 6) Providing assistance to support internal and external evaluation efforts. Limited in-state travel required (10%), including occasional overnight stays. Clearance by a DOJ background check may be requested.

**Percentage of
time
performing
duties:**

ESSENTIAL FUNCTIONS

30%

Assist in the design and performance of data analyses to evaluate the community-based mental health system and the Mental Health Services Act (MHSA). Assist in the development of written reports based on research findings. Assist data scientists and specialists in the interpretation of findings and development of state and local recommendations to improve policy, practice, and outcomes in consultation with subject matter experts and other stakeholders. Develop strategies for communicating findings to disseminate information to decision-makers, the public, and other stakeholders. Provide assistance to internal and external evaluators. Review research and evaluation findings to consider interpretation of results for future research ideas and policy implications.

25%

Provide support to the Commission and staff to advance program development, policies, and regulations to meet statewide mental health policy goals. Present research and evaluation findings to staff, management, commissioners, the public, and other stakeholders to inform policy and

<p>25%</p> <p>15%</p>	<p>practice. Develop and maintain knowledge and understanding of data systems, current research, and studies on MHSA and the broader community-based mental health system. Develop and manage external evaluation contracts, including development, review, and monitoring of deliverables.</p> <p>Assist the research team in the development, management, interpretation, and presentation of data from databases with information on programs, service providers, clients, services, and outcomes, for statewide and county-level planning and reports, and policy and other short- and long-term ad-hoc projects. Assist in the creation and maintenance of databases for data provided to the state/MHSOAC by counties (e.g., data from Annual Revenue and Expenditure Reports, Three Year Plans, Annual Updates). Populate, organize, and analyze structured and unstructured data to track, monitor, and assess the potential impact of MHSA funded activities and programs and use this review to recommend action items, including policy recommendations and technical assistance.</p> <p>Attend and participate in meetings of the Commission as directed, including internal and external meetings with subject matter experts, community members, and Commissioners. Convene and facilitate meetings as directed to support information gathering for research and evaluation purposes. Present findings and recommendations to internal and external stakeholders to promote innovative practices and solicit feedback and input. As directed by the MHSOAC leadership, represent the MHSOAC at meetings with governmental partners and community partners on MHSA implementation, evaluation, and oversight. Work with stakeholder organizations to ensure client and family involvement in all MHSOAC activities.</p>
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NON-ESSENTIAL FUNCTIONS	
5%	Other activities as directed.
OTHER	
Regular and consistent attendance is critical to the successful performance of this position. Some travel may be required.	

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PART B - PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS					
Activity	Not Required	Less than 25%	25% to 49%	50% to 74%	75% or More
VISION: View computer screen; prepare various forms, memos, reports, letters, and proofread documents.					x
HEARING: Answer telephone; communicate with Administration, department managers, department staff; provide verbal information.					x
SPEAKING: Communicate with staff, residents and the public in person and via telephone; interact in meetings.					x
WALKING: Within the department to various units.		x			
SITTING: Work station; meetings; training.					x
STANDING: Copy documents; review records.		x			
BALANCING:	x				
CONCENTRATING: Review documentation for accuracy.					x
COMPREHENSION: Understand research data as it applies to the position.					x
WORKING INDEPENDENTLY: Must be able to apply laws, rules and processes with minimal guidance.					x
LIFTING UP TO 10 LBS:		x			
LIFTING 10-25 LBS:	x				
LIFTING 25-50 LBS:	x				
FINGERING: Push telephone buttons, calculator keys, and computer keyboard.				x	
REACHING: Answer telephone; use a mouse; retrieve documents from printer.		x			
CARRYING: Transport documents.		x			
CLIMBING: Stairs.	x				
BENDING AT WAIST: Use copier; access low file drawers.		x			
KNEELING: Access low file drawers.		x			
PUSHING OR PULLING: Open and close file drawers.		x			
HANDLING: Sort paperwork; distribute mail.				x	
DRIVING: Special events.		x			
OPERATING EQUIPMENT: Computer, telephone, copier, printer, fax machine.					x
WORKING INDOORS: Enclosed office environment.					x
WORKING OUTDOORS: Special events.	x				
WORKING IN CONFINED SPACE: File, supply, storage rooms, etc.	x				

I have read and understand the duties listed on this Duty Statement and I can perform these duties with or without reasonable accommodation. (If reasonable accommodation may be necessary, discuss any concerns with the Equal Employment Opportunity Office.)

Employee signature _____ Date _____

Supervisor signature _____ Date _____

Human Resources signature _____ Date _____